

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Kaitlin Makuski
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 8/4/2025 Return: 8/6/2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, D.C. Destination: Cambridge, MD Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Attended panels and seminars on how to build momentum behind legislation, work with the administration and House Leadership to advance your bosses legislative goals, and how to amplify \_\_\_\_\_
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
  - a.  a completed *Sponsor Post-Travel Disclosure Form*;
  - b.  the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - c.  page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*  
b. If not, explain: \_\_\_\_\_

**I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.**

Signature of Traveler: Kaitlin F. Makuski Date: 8/20/25

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Speaker Mike Johnson Date: 8/21/25

Signature of Supervising Member: 

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) who paid or provided in-kind support for the trip: Congressional Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: August 4, 2025 Date of Return: August 6, 2025

4. Name(s) of Traveler(s): See attached list

**Note:** You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0	\$406	\$257	\$520 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

6.  All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

**I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.**

Signature:  Date: August 13, 2025

Name: Dan Meyer Title: Interim President & CEO

Organization: Congressional Institute

**I am an officer of the above-named organization. Signify statement is true by checking box.**

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Telephone: 703-837-8812 Email: amym@conginst.org

**Committee staff may contact the above-named individual if additional information is required.**

**If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.**

# COMMITTEE ON ETHICS

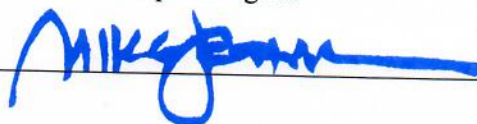
## TRAVELER FORM

1. Name of Traveler: Kaitlin Makuski
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: August 4, 2025 Date of Return: August 6, 2025  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**
  - (1) Name of Accompanying Family Member: \_\_\_\_\_
  - (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
  - (3) Yes  No  Accompanying Family Member is at least 18 years of age?
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
As Coalitions Coordinator in the Speaker's Office, it's important for us to know how Legislative Directors and Comms Directors engage with outside organizations and what their experience is when crafting legislation, shepherding it through committee, and then working with outside partners to amplify their message.
9. **Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member: \_\_\_\_\_



Date: 7/7/25

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.


This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Kaitlin Makuski

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

**I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.**

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Speaker Mike Johnson

Office Address: H-232, U.S. Capitol, Washington, D.C. 20515

Telephone Number: 616-901-4537

Email Address of Contact Person: kaitlin.makuski@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:

Congressional Institute

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*

3. **Check only one.** I represent that:

a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**

b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**

c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): \_\_\_\_\_

See addendum & attached invitation list

5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: August 4, 2025 Date of Return: August 6, 2025

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, MD

c. City of return: Washington, DC

8. **Check only one.** I represent that

a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**

b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**

c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**
- a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. \_\_\_\_\_
- 

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
  - b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:  
**See addendum**
- 

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
 \_\_\_\_\_
- 

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. **Check only one.** I represent that either:
- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
  - b.  The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
    - 1) Detail the cost *per day* of meals (approximate cost may be provided): \_\_\_\_\_  
**Day 1 - \$77, Day 2 - \$107, Day 3 - \$36**
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
**Relative proximity to DC and capacity to handle a large event**
- 

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$\_\_\_\_\_ +taxes  
 Reason(s) for Selecting: proximity to DC, availability, security & facility size

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$91.38	\$406.33	\$219.80
For each Accompanying Family Member	\$91.38	n/a	\$219.80

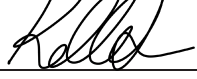
	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$483.38	Room Rental
For each Accompanying Family Member	\$483.38	Room Rental

19. **Check only one:**

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

- a. **I read and understand the Committee's Travel Regulations;**
- b. **I am not a registered federal lobbyist or registered foreign agent; and**
- c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature:  Date: 6/20/25  
 Name: Kelle Strickland Title: President & CEO  
 Organization: Congressional Institute  
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314  
 Email: amym@conginst.org Telephone: 703-837-8812

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.house.gov.

## **PRIMARY TRIP SPONSOR FORM ADDENDUM**

**Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):**

See attached invitation list. This Congressional Institute sponsored conference focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this conference is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communications staff in leadership offices.

**Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:**

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

**Question 18: Total expenses for each participant:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$483.38.



CONGRESSIONALINSTITUTE



2025 Legislative & Communications  
Directors Conference

YOU'RE INVITED

**Legislate with Purpose | Communicate with Clarity**

*2025 Legislative and Communications Directors  
Conference*

Monday, August 4 to Wednesday, August 6, 2025  
[Hyatt Regency Chesapeake Bay](#)

REGISTER NOW

REGISTER NOW

If you are unable to attend, please use the following link to [decline the invitation](#)

## DOWNLOAD ETHICS FORMS

**Ethics Forms are due Monday, July 7, 2025**

**Instructions:** Complete the first two pages of the traveler form and email to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics. You may always withdraw your paperwork.

## DOWNLOAD DRAFT AGENDA

*Please contact [Katie Hrkman](#) with any questions or call the Congressional Institute at 703-837-8812.*

If you no longer want to receive emails from Congressional Institute, please [Opt-Out](#).

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# 2025 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

## LEGISLATE WITH PURPOSE | COMMUNICATE WITH CLARITY

With goals to **Set your Strategy** | **Sharpen your Skills** | **Define your Standard**, Legislative Directors and Communications Directors will return to Capitol Hill with a renewed readiness to Legislate with Purpose and Communicate with Clarity.

### DAY 1

Hotel check-in is at 4:00 pm. Attendees may store luggage upon arrival if their guest room is not available.


**MONDAY**  
August 4, 2025


<b>10:00 am</b>	<b>BUSES DEPART THE HILL</b> Snacks will be provided.	S. Capitol St.
<b>12:00 pm</b>	<b>BUSES ARRIVE AT THE HYATT</b>	
<b>12:00 - 7:00 pm</b>	<b>CONFERENCE REGISTRATION</b>	Hotel Lobby
<b>1:00 - 2:45 pm</b>	<b>CONGRESS CONNECTED ~ A RESOURCE FAIR</b> Where top tools, smart strategies, and future-ready resources come together with great food and even better connections.	Chesapeake Foyer
<b>3:00 - 4:00 pm</b>	<b>KICKOFF &amp; WELCOME</b>  <b>THE INTERSECTION OF POLICY AND PRESS</b>	Choptank
<b>4:00 - 5:00 pm</b>	<b>FUELING THE FUTURE: WITH BOLD LEGISLATIVE IDEAS AND CLEAR COMMUNICATIONS</b> Pairing purposeful ideas with clear communications to fuel the future	Choptank
<b>5:00 - 6:30 pm</b>	<b>BREAK FOR YOUR OFFICIAL RESPONSIBILITIES</b>	Any spot you like!
<b>6:30 - 8:30 pm</b>	<b>DINNER ON THE CHOPTANK ~ WHERE POLICY &amp; COMMS GET ALONG! 😊</b>	Regatta Pavilion (outside)

# DAY 2

## TUESDAY

August 5, 2025

<b>7:30 - 8:00 am</b>	<b>START YOUR DAY ON THE RIGHT FOOT!</b>  (optional) Meet up with friends for this optional stroll to enjoy the Choptank River and chat with colleagues...all before breakfast	Hotel Lobby
<b>8:00 - 9:00 am</b>	<b>BREAKFAST</b>	Water's Edge Grill
<b>9:00 - 10:00 am</b>	<b>USING ADAPTIVE LEADERSHIP TO NAVIGATE CONSTANT CHANGE AND COMPLEXITY</b> Seems like it ALL changes every day? Learn to lead through change for clarity, confidence, and purpose	Choptank
<b>10:00 - 11:00 am</b>	<b>INNOVATION &amp; TECH TRENDS IN 2025</b> Demystifying the tech trends reshaping Congress, your district, and maybe your job	Choptank
<b>11:00 - 11:15 am</b>	<b>BREAK</b>	
<b>11:15 am - 12:15 pm</b>	<b>ETHICS: HOW TO AVOID THE "OOPS"</b> Knowing enough to know when to call for advice	Choptank
<b>12:15 - 1:30 pm</b>	<b>LUNCH &amp; KEYNOTE SPEAKER</b>	Chesapeake
<b>1:30 - 2:00 pm</b>	<b>BREAK FOR YOUR OFFICIAL RESPONSIBILITIES</b>	Any spot you like!
<b>2:00 - 5:00 pm</b>	<b><u>BREAKOUTS - TOOLS FOR THE CD</u></b> <b>BOOK IT: HOW TO GET THE BOSS ON TV, RADIO &amp; PODCASTS</b> <b>SOCIAL MEDIA: FROM BILL TO BUZZ</b> <b>COMMUNICATIONS PLANNING: BUILDING AN AUDIENCE AMPLIFIER</b> <b>PRESS PASS: INSIDER TIPS FOR HOUSE MEDIA RELATIONS</b>	
<b>2:00 - 5:00 pm</b>	<b><u>BREAKOUTS - TOOLS FOR THE LD</u></b> <b>SHAPING A LEGISLATIVE PLAN: FROM IDEA TO INITIATIVE</b> <b>COALITION CRAFTING: GAINING CO-SPONSORS &amp; ALLIES</b> <b>HOW TO SUCCEED IN COMMITTEE, EVEN WITHOUT THE GAVEL</b>	

	<b>THE FINAL STRETCH: THROUGH THE SENATE &amp; TO THE WHITE HOUSE</b>	
<b>5:00 - 6:30 pm</b>	<b>BREAK FOR YOUR OFFICIAL RESPONSIBILITIES</b>	Any spot you like!
<b>6:30 - 8:30 pm</b>	<b>SUNSET DINNER ON THE EASTERN SHORE</b> 	Riverside (outside)

## DAY 3

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to Chesapeake F. Buses will depart from the lower-level entrance near the Choptank Ballroom.

**WEDNESDAY**  
August 6, 2025

<b>8:00 - 9:00 am</b>	<b>BREAKFAST</b>	Water's Edge Grill
<b>9:00 - 10:00 am</b>	<b>MANAGING THE BULLPEN</b> How to successfully manage your peers	Choptank
<b>10:00 - 11:00 am</b>	<b>THE FLOOR IS YOURS ~ LEADERSHIP TEAMS SHARE AND LISTEN</b> Ask them anything (anonymously if you like), and share your ideas	Choptank
<b>11:00 am - 12:00 pm</b>	<b>USING YOUR "WHY" TO LEAD &amp; SERVE</b> Return to the Hill, inspired and ready to serve	Choptank
<b>12:00 pm</b>	<b>CONFERENCE CONCLUDES</b>	
<b>12:15 pm</b>	<b>BUSES DEPART THE HYATT</b> Boxed lunches will be available	Conference Center Entrance (Lower Level)
<b>2:15 pm</b>	<b>BUSES ARRIVE AT THE HILL</b>	

LEGISLATE WITH PURPOSE | COMMUNICATE WITH CLARITY

First Name	Last Name	Company Name	Title
Tim	Achinger	Office of Rep. Patronis	Legislative Director
Emily	Ackerman	Office of Majority Whip Emmer	Deputy Floor Director
Steve	Ackerman	Office of Rep. Fulcher	Legislative Director
Anna	Adamian	Office of Rep. Harris (MD)	Communications Director
Nick	Adams	Office of Rep. Lee (FL)	Legislative Director
Sarabrooks	Adams	Office of Majority Leader Scalise	Scheduler
Harley	Adsit	Office of Rep. Carter (GA)	Communications Director
Nolan	Ahem	Office of Majority Whip Emmer	Deputy Policy Director
Claire	Alden	Office of Rep. Gooden	Legislative Director
George	Alderman	Office of Rep. Haridopolos	Communications Director
Haris	Alic	Committee on Foreign Affairs	Communications Director
Christianne	Allen	Office of Rep. Fulcher	Communications Director (Interim)
Lucy	Allen	Office of Rep. Aderholt	Press Assistant (DC)
Amelia	Allert	Office of Rep. Hill	Legislative Director
Eleanor	Allison	Office of Rep. Sessions	Communications Director
John	Altendorf	Office of Rep. Finstad	Legislative Director
Abigail	Angelos	Office of Rep. Kennedy (UT)	Communications Director
Paxton	Antonucci	Office of Rep. Van Drew	Director of Communications
Brian	Arata	Office of Rep. Thompson (PA)	Legislative Director
Joseph	Arbie	Office of Rep. Meuser	Legislative Director
Amaud	Armstrong	Office of Rep. Mackenzie	Communications Director
Parker	Armstrong	Office of Rep. Houchin	Communications Director
Hannah	Arvey	Office of Rep. Roy	Legislative Director
Kadin	Asbery	Office of Rep. Bost	Communications Director
Paige	Ash	Office of Rep. Valadao	Communications Director
Grady	Austin	Office of Rep. Moore (NC)	Legislative Director
Chase	Babair	Office of Rep. Buchanan	Legislative Director
Bill	Ball	Office of Speaker Johnson	Senior Policy Advisor
Courtney	Ball	Office of Rep. Harris (NC)	Legislative Director
Noah	Barger	Office of Rep. Bost	Deputy Chief of Staff
Nathan	Barker	Office of Rep. Crawford	Legislative Director
Zach	Barnett	House Republican Conference	Communications Director
Cally	Bary	Office of Rep. Luttrell	Communications Director
Joe	Bary	Republican Policy Cmte	Executive Director
William	Bary	Office of Rep. Alford	Communications Director
Sheridan	Bass	Office of Majority Whip Emmer	Deputy Press Secretary
Chris	Bayles	Office of Rep. Palmer	Legislative Director
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Arian	Beckwith	Office of Rep. James	Legislative Director
Jim	Beley	Office of Rep. Burlison	Legislative Director
Lyssa	Bell	Republican Study Committee	Executive Director
Hannah	Benfield	Office of Rep. Shreve	Press Secretary
Ryland	Bennett	House Republican Conference	Deputy Digital Director
Jason	Berardo	Office of Rep. Turner (OH)	Legislative Director
Max	Berry	Office of Rep. McCormick	Legislative Director
Clint	Blaes	Office of Rep. Schmidt	Legislative Director
Thomas	Blanford	Office of Rep. Fitzgerald	Legislative Director
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Nick	Bowser	Office of Rep. Hinson	Legislative Director
Daniel	Brescia	Office of Rep. Grothman	Legislative Director
Caroline	Briscoe	Office of Rep. Tiffany	Communications Director
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Ryan	Britt	Office of Rep. Spartz	Legislative Director
Ken	Brooke	Office of Rep. Amodei	Legislative Director
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Emily	Cassil	Office of Rep. McCaul	Communications Director
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Connor	Chapinski	Office of Rep. Obemolte	Communications Director
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Kristen	Cianci	Office of Rep. Garbarino	Communications Director
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Matthew	Clarkin	Office of Rep. Fitzpatrick	Legislative Director (Acting)
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Jessica	Collins	Committee on Oversight and Governmen	Communications Director
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Meghan	Gallagher	Office of Majority Leader Scalise	Policy Advisor
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Jacob	Hunter	Office of Rep. Moolenaar	Communications Director
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Andres	Kardonski	Office of Rep. Ciscomani	Communications Director
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Corbin	Keown	Office of Rep. Collins	Communications Director
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Maria	Kim	Office of Rep. Edwards	Communications Director
Hannah	King	Office of Rep. Onder	Legislative Director
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James	Leavitt	Office of Rep. Maloy	Legislative Director
Shine	Lee	Office of Rep. Kim	Legislative Director
Hannah	Levins	Office of Majority Whip Emmer	Digital Director
Jack	Lincoln	Office of Rep. Calvert	Legislative Director
Lindsay	Linhares	Office of Rep. Letlow	Legislative Director
Amelia	Litynski	Office of Majority Whip Emmer	National Security Advisor
Elizabeth	Lloyd	Office of Rep. Johnson (SD)	Legislative Director
Angel	Logan	Office of Majority Leader Scalise	Digital Director
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Jackson	Long	Office of Rep. Fry	Legislative Director
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Jenny	Luepke	Office of Rep. Finstad	Communications Director
Roberto	Lugones	Office of Rep. Gimenez	Communications Director/Foreign Policy Advisor
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Marshall	Macheledt	Office of Rep. Moore (AL)	Legislative Director
Troy	MacMullan	Office of Rep. Hageman	Legislative Director
Cameron	Madsen	Office of Rep. McCaul	Legislative Director
Mike	Maiale	Office of Rep. Ogles	Legislative Director
Sydney	Maingot	Office of Rep. Grothman	Communications Director
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
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Molly	Martin	Office of Rep. Guthrie	Legislative Director
Mackenzie	Martinez	Office of Rep. Higgins	Press Secretary
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Kathleen	McCarthy	Committee on Veterans' Affairs	Communications Director
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Bryan	McVae	Office of Rep. Foxx	Legislative Director
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Heather	Millett	Office of Rep. Edwards	Legislative Director
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Sean	Murphy	Office of Rep. Fischbach	Legislative Director
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Brian	Patrick	Office of Rep. Huizenga	Communications Director
Chester	Pelsang	Office of Rep. Miller (IL)	Legislative Director
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Hannah	Pope	Office of Rep. Bresnahan	Communications Director
Olivia	Porcaro	Office of Rep. Cole	Communications Director
Reed	Powell	Office of Rep. Steube	Legislative Director
Hunter	Presti	Committee on Transportation and Infrast	Policy Director
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Anthony	Raisley	Office of Rep. Malliotakis	Communications Director
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Robert	Sar	Office of Rep. Bice	Legislative Director
Tyler	Sawyer	Office of Rep. Sessions	Legislative Director
Isabela	Schandlbauer	Office of Rep. Baumgartner	Press Secretary
Patrick	Schilling	Office of Rep. Perry	Legislative Director
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Emma	Settle	Office of Rep. Ogles	Communications Director
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Quinn	Slaven	Office of Rep. Knott	Communications Director
Chandler	Smith	Office of Rep. Reschenthaler	Legislative Director
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Trevor	Smith	Office of Rep. Fong	Legislative Director
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Eve	Sparks	Office of Rep. Crank	Communications Director
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Gabriel	Spencer	Office of Rep. Miller (IL)	Communications Director
Alexia	Spentzas	Office of Rep. Bentz	Communications Director
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Chase	Starr	Office of Rep. Clyde	Legislative Director
Alex	Stepahin	Office of Rep. Hudson	Legislative Director
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John	Stout	Office of Rep. Burchett	Legislative Director
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Katherine	Thordahl	Office of Rep. Fry	Communications Director
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Johnathan	Van Buren	Office of Rep. Houchin	Legislative Director
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Katherine	Vittone	Office of Laurel Lee	Communications Director
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Megan	Wenrich	Office of Rep. Shreve	Legislative Director
Bubba	White	Office of Rep. Rouzer	Legislative Director
Grace	White	Committee on House Administration	Communications Director
Jonathan	Wilcox	Office of Rep. Issa	Communications Director
Logan	Williams	Office of Rep. Smith (NE)	Press Secretary
Jefferson	Willis	Office of Rep. Hem	Legislative Director
Liz	Willis	Office of Rep. Timmons	Communications Director
Rosie	Wilson	House Republican Conference	Deputy Strategic Director
Graham	Wise	Office of Rep. Gill	Legislative Director
Yvette	Wissmann	Office of Majority Leader Scalise	Deputy Floor Director
Logan	Wolfe	Office of Rep. Biggs (AZ)	Legislative Director
Brayden	Woods	Office of Rep. Van Dуйne	Legislative Director
Dominique	Yelinski	Office of Majority Leader Scalise	Deputy Policy Director
Colin	Yokanovich	Office of Rep. Crenshaw	Legislative Director

Liz	Young	Office of Rep. Estes	Legislative Director
Sarah	Young	Office of Rep. Joyce (OH)	Communications Director
James	Zandstra	Office of Rep. Kiley	Legislative Director
Jenna	Zantow	Office of Rep. Wied	Legislative Director
Grace	Zehner	Office of Rep. LaHood	Communications Director
Alec	Zender	Office of Rep. Bergman	Legislative Director
Mac	Zimmerman	Office of Rep. Tiffany	Legislative Director
Nate	Zimpher	Office of Rep. Balderson	Legislative Director
Eric	Zulkosky	Office of Majority Leader Scalise	Director of Floor Operations

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*Chairman*  
Mark DeSaulnier, California  
*Ranking Member*

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Nathaniel Moran, Texas

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ONE HUNDRED NINETEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

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*Staff Director and Chief Counsel*

Jordan Downs  
*Chief of Staff to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
<https://Ethics.House.gov>

August 1, 2025

Ms. Kaitlin Makuski  
Office of the Speaker  
H-232, The Capitol  
Washington, DC 20515

Dear Ms. Makuski:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 4 to 6, 2025, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest  
Chairman

Mark DeSaulnier  
Ranking Member

MG/MD:kjf